



HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER – 12 - 018

- OPEN TO:** **US Citizen Eligible Family Members (USEFMs), Member of Household (MOH) – All Agencies, and All Qualified U.S. Citizens.**
- POSITION:** **Short term Program Officer, GS-12**
(Salary Scale: \$60,274 - \$78,355 annually. Depending on qualifications and experience, incumbent may be hired at a lower grade.)
- LENGTH OF HIRE:** The Personal Services Contract (PSC) will be for **six (6)** months.
- OPENING DATE:** **March 1, 2012**
- CLOSING DATE:** **March 8, 2012, 4:30 PM local time**
- WORK HOURS:** Full-Time; 40 Hours

The United States Agency for International Development (USAID) in Dhaka is seeking a US Citizen Eligible Family Member (USEFM), Member of Household (MOH) the position of Program Officer in the Program Office.



BASIC FUNCTION: The incumbent shall provide support to the Program Office management across the main functional areas as requested, including Policy and Strategy Development and Implementation, Project Design, Budget Cycle Management, Coordination with Donors, Host Country Government and the Embassy, Monitoring and Evaluation, Gender, Outreach and Communications. Additional support in the area of Geographical Information Systems would be a valuable plus. The incumbent will focus on monitoring and evaluation, gender and budget tasks, as these will be the principal tasks for the Program Office in the first half of 2012 calendar year.

MAJOR DUTIES AND RESPONSIBILITIES:

Specific Tasks

1. Provide support for the monitoring, implementation and evaluation of USAID development programs, particularly for the new projects expected to be awarded in the spring.
2. Provide support for the Mission Resource Request and Operational Plan processes, early budget requests and other budget tasks as needed during the time period.
3. Provide backstop services to a technical office including program office document review, checking that pre-obligation requirements are met and disseminating program office guidance to the teams.
4. Support discussions with representatives of other USG agencies, the donor community, the host country government and other relevant institutions to ensure coordination of programs, policies, objectives and priorities, as required.
5. Provide technical assistance to key processes, individuals and teams including: monthly pre-obligation and procurement tracking meetings and annual portfolio review to ensure adequate oversight and management of performance, pipeline, project design and procurement.
6. Support the Outreach and Communications team with the implementation of the new Communications Strategy, including preparation and editing of outreach materials including scene setters, building blocks for speeches, project briefs, press releases, web updates, reports to Washington, success stories, agendas and other documents as needed. Assist with event planning and VIP visits as needed.
7. Work with Gender specialist to provide Gender review for all new projects.



8. Support the program office on USAID Forward implementation and reporting.
9. Support Mission Participant Training efforts and serve as R3 Approver for participants going to the US for training.
10. Serve as the Program Office representative for the upcoming Federal Managers' Financial Integrity Act review of internal controls.
11. Support collection and updating of location data for USAID projects, to be used in GIS analysis.

QUALIFICATIONS REQUIRED:

- 1) Education (10 points): Bachelor's degree in English language or social science or business or management or relevant field is required.
- 2) Prior Work Experience (45 points): Minimum two years of work experience related to office management, budgets and finance, project design/implementation, public relations or other related fields is required. Five years of work experience in office management and budget/finance, project design would be desired.
- 3) Knowledge (20 points): Knowledge or experience in the design, monitoring, evaluation or implementation of development programs. Experience with budgetary processes preferred. Experience and knowledge in different programs/projects strongly preferred.
- 4) Abilities and Skills (25 points):
 - Excellent interpersonal and communication skills, both written and oral
 - Excellent research and analytical skills.
 - Fluent in spoken and written English
 - Immediate work availability

ADDITIONAL SELECTION CRITERIA:

Be a U.S. citizen or U.S. resident alien and be able to obtain Facility Access security clearance (required).



TO APPLY:

Interested candidates are requested to submit the following:

Qualified individuals are requested to submit:

- (1) A cover letter of no more than 2 pages that demonstrates how the candidates' qualifications meet the work requirements;
- (2) A curriculum vitae which describes education and career experiences and achievements;
- (3) A completed and signed OF-612;
- (4) Names, contact numbers, and addresses of three professional references;
- (5) A written statement certifying the date and length of time for which the candidate is available for the position.
- (6) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
- (7) Any other documentation (e.g. certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

To ensure consideration of applications for the intended position, please reference the solicitation number on your application, and as the subject line in any cover letter. The highest ranking applicants may be selected for an interview.

TYPE AND DURATION OF APPOINTMENT:

Employment shall be through a USAID Personal Services Contract for a period of no more than **six (6) months**.

BENEFITS/ALLOWANCES:

As a matter of policy, and as appropriate, the resident-hire USPSC is normally authorized the following benefits and allowances:

BENEFITS:

Employee's FICA Contribution
Contribution toward Health & Life Insurance
Eligibility for Worker's Compensation
Annual & Sick Leave
Access to Embassy medical facilities, commissary and pouch mail service
APO mail service as per post policy

FEDERAL TAXES: USPSCs are not exempt from payment of Federal Income taxes.

This contract will be awarded according to AIDAR Appendix D subject to availability of funds.



SUBMIT APPLICATION PACKET ELECTRONICALLY TO:

Dhaka-Jobs@USAID.gov

SUBMIT APPLICATION PACKET VIA MAIL TO:

USAID HR Section/Executive Office

USAID/Bangladesh

Attention: Supervisory Executive Officer

Address: Embassy of the United States of America,
Madani Avenue, Baridhara, Dhaka - 1212

POINT OF CONTACT:

Human Resources Section

Executive Office

Telephone: 885-5500

FAX: 880-2-8823648

DEFINITION(S):

US Citizen Eligible Family Member (USEFM):

A USEFM must be age 18 or older and listed on the travel orders of a direct-hire Foreign, Civil or uniformed service member under COM authority. A USEFM is eligible for a preference in hiring. (Receiving a FS or CS annuity does not affect an American citizen EFM's eligibility for the hiring preference.) The USEFM resides with the sponsoring employee at post or at an Involuntary Separate Maintenance Allowance (ISMA) location.

Member of Household (MOH): An individual accompanying a direct-hire Foreign, Civil, or uniformed service member to their assigned post abroad. The individual has been officially declared by the USG employee to the COM as part of his/her household but is not an EFM and is not on the travel orders of the sponsoring employee.

Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

Ordinarily Resident (OR): A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.



NOTE: "Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency."

The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, political affiliation, marital status, or sexual orientation. The United States Agency for International Development (USAID) also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

CLOSING DATE FOR THIS POSITION: March 8, 2012